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Records 4
FILED
RETURN TO

RECORDS MANAGEMENT DIVISION

1. Definition of records management.
2. Why is it needed?
 - a. Good business
 - b. Used by industry and government
 - c. Legal requirements - Public Law 754
 - d. General Counsel's opinion
3. Administration of program
 - a. Decentralized basis
 - b. Line and staff prior to 15 February 1954
 - c. Line functions remaining - Records Center, deposit of Vital Materials and forms design
 - d. Organization and functions
4. Training
 - a. General program - 14 April 1953 through 11 May 1953
 - b. Vital Materials Program -(Sept. Oct. 1953)
 - c. Specialized training in filing upon request.
5. Area Records Officers:



25X1

6. Accomplishments
 - a. Handbooks, notices, etc.
 - b. Forms Management
 - c. Correspondence Management - usage of stationery at Headquarters only estimated at 21,760 pieces of paper (original and three tissues) = 1,554 4-drawer safe cabinets = \$369,852.
 - d. Reports Management
 - e. Records Systems - System installed in 9 offices.
 - f. Microfilm
 - g. Vital Materials
 1. Documents deposited - approximately 564,000 = 47 cabinets
 2. Inaccessible material = 33 cabinets
 3. Microfilm = 7,827 reels = 23,481,000 images
 4. Punch cards - 4,167,330.
 - h. Records Disposition

Experience in 14 offices indicates temporary records vary from minimum of 9% to maximum of 77%

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